

## RECORDING AND SENDING

### Creating a new voice message

- ▶ From the main menu **[2]**
- ▶ Record message **[#]**
- ▶ When finished **[#]**
- ▶ Enter destination mailbox number
- ▶ Specify delivery options (see below)
- ▶ Send **[#]**

#### TIPS:

- To erase and rerecord **[\*]**
- If you don't know the mailbox number, **[#]** to spell last name Q - 7 Z - 9

### Specifying delivery options

- Private **[1]**
- Urgent **[2]**
- Message confirmation **[3]**
- Future delivery **[4]**

## LISTENING AND RESPONDING

### Reviewing voice messages

- From the main menu **[1]**
- Review unheard voice messages **[1]-[1]**

#### TIPS:

- Use playback controls **[#]**
- Skip to next message **[#]**
- Skip to saved messages **[#]-[#]**

### Replying to a message

- ▶ At end of message **[8]**
- ▶ Record reply **[#]**
- ▶ When finished **[#]**
- ▶ Send **[#]**

### Replying by calling the sender

- ▶ At end of message **[8]-[8]**
- ▶ System dials sender's phone number

#### TIP:

- You cannot reply to messages from outside callers.

### Sending a copy

- ▶ At end of message **[6]**
- ▶ Record introduction **[#]**
- ▶ When finished **[#]**
- ▶ Enter mailbox number
- ▶ Send **[#]**

### Sending a copy without other introductions

- ▶ At end of message **[6]-[6]**
- ▶ Record introduction **[#]**
- ▶ When finished **[#]**
- ▶ Enter mailbox number
- ▶ Send **[#]**

## RECEIVING FAX MESSAGES

### Printing a fax sent to your mailbox

- ▶ From the main menu **[1]-[3]**
- ▶ Print **[2]**
- ▶ Choose destination:
  - Primary **[1]**
  - Alternate **[2]**
  - Current **[3]**

### Setting or changing your primary fax destination

- ▶ From the main menu **[1]-[2]-[3]-[1]**

### Telling the system to print or not print each fax to the primary destination as soon as it is received

- ▶ From the main menu **[1]-[2]-[3]-[2]**

## LOCATING MESSAGES

### Locating message you have sent

- ▶ From the main menu **[1]-[1]**

### Locating message you have received

- ▶ From the main menu **[1]-[2]**
- ▶ Choose source:
  - From specific subscriber **[1]**
  - From outside callers **[2]**

## SETTING MESSAGE NOTIFICATION

### Controlling when your telephone message-waiting indicator is activated

- ▶ From the main menu **[1]-[1]**
- ▶ Choose one:
  - Indicator on **[3]**
  - Indicator off **[4]**

### Controlling when the system outcalls to you with notification that you have messages

- ▶ From the main menu **[1]-[1]**
- ▶ Choose one:
  - Do call **[1]**
  - Do not call **[2]**

### Setting up your outcall notification schedule

- ▶ From the main menu **[1]-[4]**
- ▶ Choose schedule:
  - 1st schedule **[1]**
  - 2nd schedule **[2]**
  - Temporary schedule **[3]**

#### TIPS:

- When you enter the telephone number, include area code if different from that of your system.
- A temporary schedule overrides the other two schedules.

## PERSONALIZING YOUR MAILBOX

### Changing your passwords—do it frequently

- ▶ From the main menu **[1]-[2]-[1]-[1]**
- ▶ Choose password type:
  - Personal **[1]**
  - Home **[2]**
  - Guest 1 **[3]**
  - Guest 2 **[4]**

### Recording personal greeting

- ▶ From the main menu **[1]-[3]-[1]-[2]**

### Recording extended absence greeting

- ▶ From the main menu **[1]-[3]-[2]**

### Changing detail level of system prompts

- ▶ From the main menu **[1]-[2]-[1]-[3]**
- ▶ Choose prompt level:
  - Standard (new users) **[1]**
  - Extended (experienced users) **[2]**
  - Rapid (expert users) **[3]**

### Using group distribution lists—up to 25 mailbox numbers per list

- ▶ From the main menu **[1]-[2]-[1]-[2]**
- ▶ Choose action:
  - Create **[1]**
  - Edit **[2]**
  - Delete **[3]**
  - Hear list names **[4]**

## GENERAL TIPS

### Press the wrong key?

- Cancel or back up **[\*]**

### Need help?

- Not sure which key to press **[0]**
- Talk to attendant **[0]-[0]**

### Go back to the main menu?

- Repeat **[\*]** until you hear prompts for reviewing and sending messages

### Other tips and shortcuts

- Bypass system greeting **[#]**

### Need to know about custom features?

- Refer to the User Reference Manual for:
  - Accessing applications
  - Reviewing and sending bulletin broadcast messages
  - Recording a meeting
  - Sending messages to large groups of people
  - Sharing a telephone
  - AMIS networking



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## ENTER THE SYSTEM

- Call the system
- Listen to the introductory prompt
- Press **[\*]**
- Enter your mailbox number
- Enter your password

## ARIA AT-A-GLANCE



## MAIN MENU

### 1 Review Messages

#### REVIEW MESSAGES

- Unheard voice messages **[1]**
- All voice messages including heard/skipped **[2]**
- Fax messages **[3]**

#### FAX OPTIONS

- Unheard fax **[1]**
- Archived fax **[2]**
- Print all unprinted fax messages **[4]**

#### END-OF-MESSAGE OPTIONS

- Replay **[4]**
- Envelope **[5]**
- Send copy\* (with introduction) **[6]**
- Send copy\* (remove other introductions) **[6-6]**
- Erase **[7]**
- Reply **[8]**
- Reply by calling\* **[8-8]**
- Save **[9]**
- Print fax **[2]**

To send a copy of a message with an introduction:

- Record introduction **[#]**
- When finished **[#]**
- Enter destination **[#]**
- Send **[#]**

#### PRINTING OPTIONS

- Primary destination **[1]**
- Alternate destination **[2]**
- Current location **[3]**
- Send copy to non-subscriber **[4]**

To choose an alternate fax destination:

- Enter fax destination number
- Wait for confirmation
- If correct **[#]**
- If not correct, then re-enter fax destination number **[#]**

When reviewing voice messages, use playback controls (see Legend)

- \* Unprompted option
- \*\* Unprompted option if you do not have the fax feature

### 2 Send Messages

To send a voice message:

- Record message
  - When finished **[#]**
  - OPTIONAL:
    - Replay message **[1]**
- See Playback Controls in Legend

#### DESTINATION OPTIONS

- Enter destination number or Press **[#]** to spell name
- AMIS networking **[#-#]**

To use AMIS networking:

- Enter access phone number
- Confirm **[#]**
- Enter mailbox number
- Confirm **[#]**
- Send **[#]**

#### DELIVERY OPTIONS

- Private **[1]**
- Urgent **[2]**
- Message confirmation **[3]**
- Future delivery **[4]**

#### AMIS OPTIONS

- Send to someone else on same system **[1]**
- Exit AMIS networking **[2]**

#### CONFIRMATION OPTIONS

- Confirm receipt **[1]**
- Notify of non-receipt **[2]**

- Send **[#]**
- Enter next destination or
- Return to main menu **[\*]**

### 3 Locate Messages

#### LOCATE

- Messages sent **[1]**
- Messages received **[2]**

#### SOURCE

- Specific subscriber **[1]**
- Outside callers **[2]**

Enter mailbox number or Press **[#]** to spell name

### 4 Personal Options

#### PERSONAL OPTIONS

- Notification on/off **[1]**
- Administrative options **[2]**

#### ADMINISTRATIVE OPTIONS

- General options **[1]**
- Fax options **[3]**

- Set up/change primary fax printing destination **[1]**
- Auto print on/off **[2]**

#### GREETINGS

- Personal greeting **[1]**
- Extended absence **[2]**
- Name **[3]**

- Standard **[1]**
- Personal **[2]**

- Away from phone **[1]**
- On the phone **[2]**

#### NOTIFICATION SCHEDULE

- 1st Schedule **[1]**
- 2nd Schedule **[2]**
- Temporary **[3]**

#### MAILBOX FORWARDING

- Establish/change forwarding destination **[1]**
- Cancel forwarding destination **[2]**

#### SECURITY OPTIONS

- Access security on **[1]**
- Access security off **[2]**
- Hear tutorial **[0]**

#### GENERAL OPTIONS

- Passwords **[1]**
- Group lists **[2]**
- Prompt levels **[3]**
- Date and time playback **[4]**
- Application mailbox **[6]**

#### PASSWORDS

- Personal **[1]**
- Home (Mailbox 93) **[2]**
- Guest 1 (Mailbox 91) **[3]**
- Guest 2 (Mailbox 92) **[4]**
- Secretary **[5]**

#### PROMPT LEVELS

- Standard **[1]**
- Extended **[2]**
- Rapid **[3]**

#### GROUP LISTS

- Create **[1]**
- Edit **[2]**
- Delete **[3]**
- List names **[4]**

### 5 Restart

### 6 Applications

### \* Exit

NOTE: Depending on the way your system is set up, some features may not be available to you and you will not be prompted for those options. In addition, your telephone system may not support some features.

#### LEGEND

POWER KEYS  
These controls are always available:

- Help **[0]**
- Operator **[0-0]**
- Cancel/exit **[#]**
- Finish/skip **[#]**

#### PLAYBACK CONTROLS

Use these controls while listening to messages. Some controls are available while recording messages.

- |          | REWIND     | PAUSE/RESTART | FORWARD    |
|----------|------------|---------------|------------|
| Position | <b>[1]</b> | <b>[2]</b>    | <b>[3]</b> |
| Speed    | <b>[4]</b> | <b>[5]</b>    | <b>[6]</b> |
| Volume   | <b>[7]</b> | <b>[8]</b>    | <b>[9]</b> |
|          | <b>[#]</b> | <b>[0]</b>    | <b>[#]</b> |